

## REPORT WRITING TIPS

- Want to report each project right after? Then use our new feature **Report As You Go** which makes it easy to capture one individual project.
  - It simply asks you questions, you respond, and at the end submit.
  - Once submitted, we will be able to see your report.
  - You will receive an email that summarizes what you entered and has a clickable link allowing you to go back and edit that project if you find any mistakes.
- If you need to capture several projects, you may like to use the **Reporting Template**.
  - Just download the template and follow the instructions. It's mostly copy and paste.
  - Attach to an email and send.



## WHAT TO INCLUDE IN THE NARRATIVE

- **DON'T IGNORE THE LITTLE THINGS!** Just had a guest speaker for 20 minutes at a meeting? Let the chairman know the number of members at the meeting, length of presentation, key points of topic presented. Again, just ask members to bring a canned good item, to include in a raffle basket, or maybe a book, toy or clothing for an adopted veteran? Let her know the number who donated, approximate value, what was done with the collected item. What, where, and how are three questions to answer in your narrative. It is important to know if you worked with a Girl Scout Troop or the local environmental committee and the number of non-club members who shared in the project.
- **IN-KIND DONATIONS ARE THE MOST UNDER REPORTED FACET.** Don't forget to include the cookies and punch donated by members at the library open house. If you gather the information on the Project Report right away by phone calls or at a club meeting, Susie will remember that she spent \$10 in punch

ingredients, and Mary knows that the paper products cost \$15. A dozen home baked cookies is between \$3 and \$5 while store bought is closer to \$6. A cake, pie or bar cookies are \$8 to \$10. Did you include the time spent by each member baking, buying or serving? For the premie caps, did you include the mileage to the hospital to deliver them, the cost of the yarn, or the time involved?

- **THERE IS NO NEED FOR FANCY PROSE AND CREATIVE WRITING.** Many times a few sentences and the number details of hours, members, and money are a big help.
- **DON'T RELY ON YOUR MEMORY.** Take lots of notes and pictures at the time of project. These pictures are great for Facebook, Instagram, and submitting to the newspaper. Two tools have been attached to help. One is a **Project Report Worksheet** and the other is an **In-Kind Value Sheet**.

## **KEEP IT SIMPLE – DON'T DRIVE YOURSELF CRAZY!**

- Gathering the details as each project is finished is less stressful. The new **Report As You Go** is designed to help. The submitted information goes right to the state reporting chairman for distribution to the state chairman in February. You are done! If every project is reported as done, there is no need to submit anything else. *Remember to keep a copy for your club files.*
- Clubs vary in who does the actual writing of the reports. The **Reporting Template** is provided if your club prefers one document including all the happenings in one Community Service Program.

## **DON'T HIDE YOUR ACCOMPLISHMENTS UNDER A BASKET**

Computers make it easy to cut and paste. Gather all your details highlighting some of the bigger projects, add a grand total of hours, money donated and in-kind donations provided, and ***share this information with your mayor and newspaper.***

**We are here for you. If you have issues, ask for help.**